



# Mountain Of Fire and Miracles Ministries International UK

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## **Mountain of Fire & Miracles Ministries (UK) seeks an Administrative & General Assistant to Leaders of its Management Committee and Nehemiah Group**

The Mountain of Fire and Miracles Ministries (UK) Management Committee (MC) and Nehemiah Group (NG) were inaugurated on 26<sup>th</sup> January 2018 by the General Overseer and Chairman of MFM UK Board of Trustees, Dr D.K. Olukoya. The Management Committee currently consists of 15 positions. The Nehemiah Group consists currently; of 6 persons (a Selection process is underway to expand this Group). These two groups are led by a Chairman and a Vice Chairperson, who jointly report directly to the General Overseer and Chairman of the Board of Trustees.

In view of changes going on in the Ministry/Charity, new systems are being instituted, particularly to address crucial matters raised as part of the ongoing Statutory Inquiry into the Charity. These have resulted (and will continue to result) in a significantly increased volume and frequency of work for the Management Committee and Nehemiah Group. This increase and frequency of work has, for quite some time, required an Administrative and General Assistant for the Chairman and the Vice Chairperson, in order to ensure that all necessary areas are covered, and that matters proceed seamlessly. **This role is separate to that of Secretary to the Management Committee and Nehemiah Group** (a role established by the General Overseer at inauguration), which is currently shared by two members of the Management Committee, and the role description which the successful candidate for this position will be given at appointment, will reflect this difference.

The MC & NG operate by means of "Letters of Assignment", which are issued to members of MC & NG by the Chairman and Vice Chairperson, upon the instructions of the General Overseer. All Assignments originate from the General Overseer and Chairman of the Board of Trustees, Dr D.K. Olukoya, who is the representative of the Board of Trustees, to the MC & NG, and all Reports/Findings on Assignments go directly to him via the Chair and Vice Chairperson of the MC & NG. The General Overseer and Board of Trustees then make decisions based on the findings from the Assignments.

The MC meets once every two months on a Saturday, at MFM UK Headquarters in Edmonton. If there is an issue or urgent matter that needs to be addressed, additional meetings may be called (sometimes at short notice). NG members are generally invited to these meetings. The successful appointee for this position will be expected to attend all meetings of the MC and NG, but his/her work is by no means confined to meetings alone. Attendance at these meetings requires the successful appointee to incorporate within this role, the ability to maintain the very highest levels of confidentiality, due to the sensitivity and importance of matters discussed at these meetings.

Anyone in MFM anywhere in the UK (or from outside the UK with a demonstrable right to live and work in the UK) is encouraged to apply for this position. However, if you are not situated in London, you must be willing to travel, sometimes at very short notice, because the work of the Management Committee and Nehemiah Group is of national importance to MFM in the UK, and there is as much work involved inside London as there is outside the London Regions in which MFM has a presence. Thus, you may be required to travel anywhere within the UK, upon the instruction of the Chairman and Vice Chairperson. However, all reasonable expenses incurred during allocated tasks and Assignments (on travel, accommodation and meals), are reimbursed by the Ministry in accordance with MFM Accounting Rules, upon production of receipts.

**All members of Management Committee and Nehemiah Group are volunteers.** The position of Administrative & General Assistant to the Chair and Vice Chair of MFM UK MC & NG is a volunteer role.

### **Essential Attributes in an Applicant:**

1) Minimum five GCSEs at Grade B or equivalent (i.e. commensurate grades in relevant BTEC or NVQ subjects such as Administration, Communication, or other similar areas). If you have higher qualifications than these, and wish to be considered for this position, you are encouraged to apply.

2) It is crucial that you have a sound command of **both spoken and written English**, as you may be given tasks which require you to make telephone calls or meet with outside bodies, with, or on behalf of, the MC & NG Chair and Vice Chair (representatives of the General Overseer and the Ministry/Charity). Thus, you must be able to portray a positive image of the Ministry/Charity at all times.

3) You should have been a member of MFM in the UK for at least two years, and have an understanding of the mission of MFM as a Charity and Ministry in the UK, as well as a commitment to its spiritual vision and doctrines of faith.

4) Significant DEMONSTRABLE ability to operate Word, Excel, PowerPoint, and other Microsoft packages and at least a working knowledge of how to use social media for work and official purposes.

5) Ability to cheerfully and respectfully manage demands from various teams, groups, individuals (externally and internally) *simultaneously*, as you may sometimes be working on many varied tasks from both the Chair and the Vice Chair of MC & NG, who are often working with numerous members of the MC & NG on many tight deadlines all at the same time., and swift actions and responses will be required from you.

6) Cultural awareness and ability to work with a client group that is very challenging and diverse in numerous ways.

7) Dedication to close attention to detail whilst digesting large and varied amounts of paperwork within tight timeframes, sometimes for long periods of time and at odd times of the day.

8) Demonstrable humility and obedience to constituted authority.

9) Demonstrable evidence of being a self-starter with the ability to operate at a superior level of co-ordination, self-organisation, and time and energy-efficient ways of working.

10) Demonstrable ability to calmly and firmly handle unpleasant situations and difficult persons.

### **Desirable attributes:**

1) Previous experience working in a multi-cultural or multi-ethnic environment in the UK or elsewhere.

2) Previous experience working in the Charity Sector

3) Previous experience working in an administrative or general assistant capacity with two managers at the same time, who lead a large team in a big organisation with a significant regional interests.

### **OTHER:**

1) You must have a demonstrable right to live and work in the UK free of all limitations and conditions.

2) You should familiarise yourself with the contents of the MFM UK Staff Handbook (copies of this may be obtained from Pastor Ayo Oluwalagba, MFM UK Administrator for Pastoral Affairs) and the MFM UK Guide to Accounting and Financial Procedures (obtainable from MFM UK Central Accountant)

3) You must not have a criminal record (whether or not it is a spent conviction) especially if the record involves fraud, money laundering, dishonesty or sexual offences

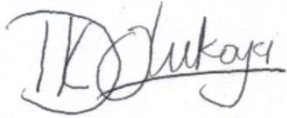
4) You must be prepared to undergo a DBS check

**Application is by C.V and covering letter (with a recent passport photograph attached) stating in no more than one typed page of A4, why you consider yourself suitable to be appointed to this position.**

**Your application should contain the names and contact details of two referees, one of whom should be your current or former Head of Department in an MFM Branch, or your Branch Pastor or Regional Overseer. A second referee may be a current or previous employment-related or academic referee. Both referees must have known you for at least 2 years.**

If you are shortlisted for interview, you will be notified by email and given a date and time to appear before a selection panel. That panel will provide a Report to the General Overseer (who is also the Chairman of the Board of Trustees) on all candidates interviewed.

***All applications should be sent BY EMAIL ONLY, to [mcukcontact@mountainoffire.org.uk](mailto:mcukcontact@mountainoffire.org.uk) Closing date for receipt of all applications is 31<sup>st</sup> July 2019.*** Applications made in any way other than by email; OR not made in accordance with the instructions in this advert, or are received after 31st July, shall not be processed. If you have any queries about the Application or Selection Process, please send them **IN WRITING** to [mcukcontact@mountainoffire.org.uk](mailto:mcukcontact@mountainoffire.org.uk).



**Dr D.K Olukoya**  
**GENERAL OVERSEER MFM WORLDWIDE & CHAIRMAN OF MFM UK TRUSTEES**  
**18 July 2019**